



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, (MUST)
ANNUAL CONFIDENTIAL REPORT
(P.A/P.S/STENOGRAPHER/SENIOR D.E.O)

Name of Office/Dept./College/Institute: _____

Report for the period from _____ to _____

PART-I

Name: _____ Date of Birth _____

Designation: _____ BPS _____ Basic Pay _____

Date of entry into University Service _____ Qualification _____

Training course attended, if any, _____

PART-II

Sr.#	(A) Performance	A1	A	B	C	D	Remarks
01.	Standard of Shorthand/Typing (a) Speed (b) Accuracy						
2	Attending Telephones: (a) Etiquette (b) Checking Unnecessary Intrusion (c) Economy						
3	Maintenance of officers engagement diary and conducting visitors.						
4	Movement of files and records of suspense cases.						
5	Dress and cleanliness						
6	Other duties, e.g., tour arrangements, provision of amenities, etc.						
(B) Personal Trails							
8	Intelligence						
9	Perseverance and devotion to duty						
10	Co-operation and tact						
11	Amenability to discipline.						
12	Integrity.						
13	Trustworthiness in confidential and secret matters.						

Note: The rating should be recorded by initiating the appropriate box.

“A1” Very Good “A” Good “B” Average “C” Below average “D” Poor.

PART-III

(Appraise in the present grade by initiating appropriate columns below)

GRADING	BY REPORTING OFFICER	BY COUNTERSIGNING OFFICER
i) Very good (A1)		
ii) Good (A)		
iii) Average (B)		
iv) Below Average (C)		
v) Poor (D)		
FITNESS FOR PROMOTION		
Fit for promotion in his turn		
Not fit for promotion		
Unlikely to Progress Further		

PART-IV
GENERAL REMARKS OF THE REPORTING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____

PART-V
REMARKS OF THE COUNTERSIGNING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____